

**CIO Council Meeting Minutes**  
**January 28, 2003**  
**Administration Building Conference Room**

**Attendees:** George Bakolia (ITS), Gary Zeller (Ag), Bob Brinson (DOC), Clyde Poole (DHHS), Cliff Layman (AOC), Paul Thurston (Commerce), Arthur Hohnbehr (Comm. Colleges), Janice Underwood-Hodges (Wildlife), Benny Hendrix (DPI), Arlon Kemple (DCR), E.D. Walker (DOT), W. Fletcher Clay (CCPS/SHP), Nancy C. Lowe (DJJDP), Rebecca Troutman (NCACC), Bill Golden (DST), Ben McLawhorn (OSC), Ross Yannayon (ITS), Wendy Kuhn (ITS), Joe Lithgo (ITS), Mary Sue Brown (ESC), Randy Barnes (DOR), Patti Bowers (ITS), Richard Kelly (ITS), Courtney Verska (SAS), Michael Fenton (ITS), Dave Rossi (ITS), Ed Pratt (HCS Systems), Woody Yates (IRMC), Cynthia Beck (ITS), Yuji Smith (OSA), Smitty Locklear (DOA)

Chairman Locklear called the meeting to order at 10:00 AM.

**Minutes:** The minutes for the November meeting were approved.

**State CIO Report (George Bakolia):**

Security -

- Last Saturday's Security attack: Most all Departments were affected. No OITS servers were compromised.
- 30 Servers were compromised or infected. 50% in State agencies and 50% in Local/Municipal/school/local entities.
- Special thanks to Secretary Beatty of CCPS for working with us to open communications with the Federal Government.
- Yesterdays attack on Federal Government reminds us that we need to watch our logs diligently and not let our guard down.
- Ann Garrett is working on setting up a one day training opportunity for Department Security Liaisons. No cost. If interested make sure to contact Ann Garrett by Monday 2/1/03 to sign up. George will send out a course outline out to Department CIOC members. Get feedback to Ann Garrett on the course outline.
- Security survey will be complete this week. Appreciation was expressed to all for the efforts put forth on this project.

Procurement –

- Vendors are calling the procurement office and asking why they're not getting business.
- A report has been generated by the e-procurement office to summarize IT purchasing history by department.
- The IT Convenience contract has over 300 vendors. Out of those 300, 221 have not received one PO all year long.
- Most are small business (HUB's) formed right here in NC.
- Be aware that the vendors are going to their legislators and naming Department names.
- Department CIO's should contact George to find out how your department is doing.

Asset Inventory –

- Required by Law that State CIO provide an asset inventory to General Assembly to include Hardware/Software, etc.
- We need to have a good system in place to capture information which is hard to do without funding.
- Laurie Fuller will go over G.S. 147-33.85 (Handout provided) Laurie covered highlights of handout.
- Need to set up a small group to coordinate this project and define standards for reporting for this Legislative Session. E-mail Smitty if you're interested in participating.
- Agencies please provide a snapshot of current inventory.

Misc. –

- Emergency contact list. Need to compile a list of Agency emergency contacts to develop a calling tree for IT emergencies. Each agency should provide a list of names and contact information to Wendy and the priority contact order.

### **IRMC Update (Woody Yates):**

IRMC Draft Strategies Document:

- Woody wants feedback on draft of six page document prepared for IRMC. Submit changes or suggestions to Woody by TODAY.
  - Q – will this document be merged with the document that George Bakolia has already written?
  - A – CIOC input will be presented to IRMC. George mentioned that IRMC could cut and paste as they see fit.
- IRMC to present to General Assembly 2/13.

TAPCC Meeting:

- Agenda items for IRMC.
  - Governors Efficiency report
  - Strategy Document
  - New project for consumers: Taxpayer Telecommunications Service Center for Revenue
  - DOT – SAP
  - Report from ITMAC
  - Letters to Three Education entities to get information.

### **State CIO Recommended Approach (Smitty Locklear):**

- Need comments from agencies not representative from IRMC (are by ITMAC) so that all comments are being captured.
- Need to raise level of interest and awareness. We want to be ready with a detailed plan.
- This is your agency's opportunity to have input to George. He will forward to Governor Easley.
- The Governor has asked for this information from the State CIO.

### **Draft Vulnerability Management Standard (Katherine White):**

- Standard being taken to IRMC to establish a plan for each agency to maintain an acceptable level of vulnerability.
- Used risk levels from state auditors report.
- Katherine provided handout.
- Group endorsed document.

### **IPX Migration (Joe Lithgo):**

- Work group has been established to address management of MS & issues around IPX.
- Standards published
- Plan is due back by 2/3/03.
- Next Step – Review and develop a timeline
  - Importance raised even higher with the heightened security issues
- Goal is to be off IPX by March.

### **Asset Tracking (Joe Lithgo):**

- May use Asset Insight.

- Issue to be discussed @ February meeting
- Propose agency based repository to pass on to ITS.
- Getting out of central repository business
- Tangram will help and conduct a pilot. Will also present to CIOC if needed. (Decision to make presentation w/ those interested) Joe will send out an announcement.

### **Overview of the FY04 ITS budget (David Rossi):**

- Handout presented by David Rossi.
- Six page summary budget proposal to go before IRMC next month.
- Reflects a 3% reduction totaling approx \$4.5 million for the third year in a row.
- Consistent w/Efficiency plan by reducing IT Administration costs by 8%
- No change in total head count of IT staff. Positions/people will be shifted around to the correct revenue center.
- Will send a letter to each agency based on current year projections forward and increases for next year.
- Will meet with OSBM to consider the whole package.
- Does include an NCMAIL cost increase to \$2.50/seat but also considers a decrease in storage rates.
- Final budget recommendation will come back to CIOC for endorsement.

### **Computer Contract Alternatives (Patricia Bowers):**

- MicroPC a Rowan community company is teaming up to provide lower cost alternative.
- ITS can't advocate one vendor but, wanted to make agencies aware of additional options.
- Third and last year of the PC Contract.
- Contact Patty w. any questions regarding purchasing procedures.

### **OSP Advisory Committee (Don Nattress):**

- OSP is proposing advisory committee for IT positions to carry on from previous team. Possibly to meet once a quarter. Asking for volunteers.
- Bill Golden, Randy Barnes, Bob Brinson and Paul Thurston volunteered.

### **ITS Services Description (Wendy Kuhn):**

- Wendy provided handout to show a description of all IT services with descriptions, costs, and benefits.
- Just a draft. Please review and discuss @ next meeting.
- Distributed an article on the latest Internet worm.

**Still need someone to sign up for minutes for the next 2 months. Contact Smitty to sign up.**

### **Next meeting to be held:**

February 26, 2003, 10:00 a.m. at the Albert Coates Building